

PIV Card Issuance (PCI) Procedures

To obtain and retain certification and accreditation as a Personal Identification Verification (PIV) Card Issuer (PCI) NASA must issue a PIV card with uniformity and common procedures. Adherence to Agency-approved procedures will ensure the proper vetting and credentialing of NASA employees and contractors. It also will garner trust from other government agencies whom we expect to accept the NASA federal credential as an official document that has only been issued upon proper vetting of the credential holder.

FIPS 201 Appendix A graphically displays the following procedure for the issuance of a PIV credential.

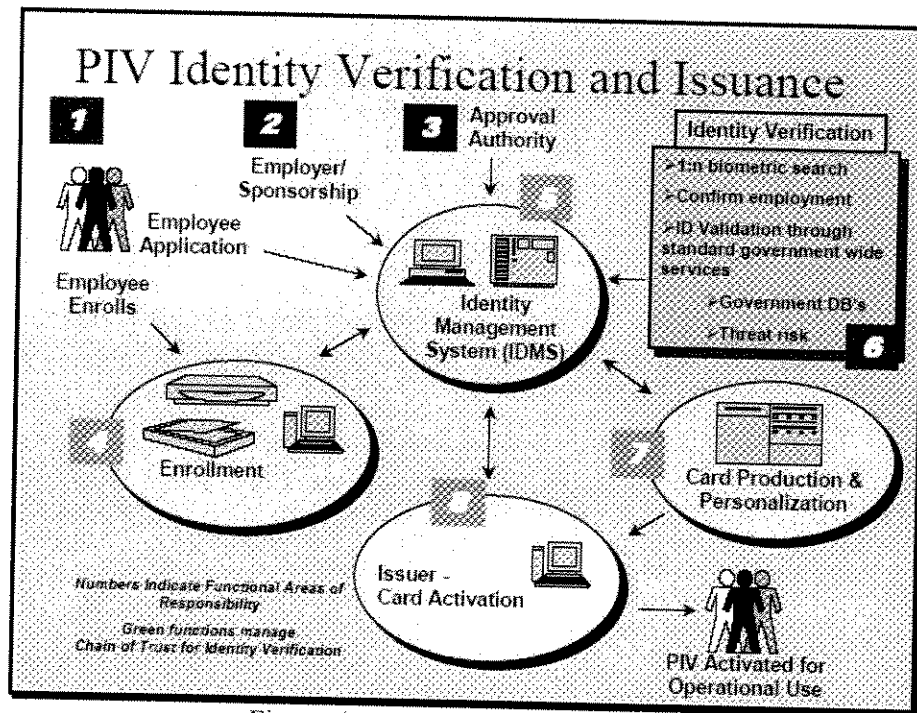


Figure A-1, FIPS 201, Appendix A

The following steps reflect the procedures that a NASA PCI will follow to issue a federal employee a PIV credential:

Step 1:

Human Resources (HR) makes a tentative employment offer to an applicant. The official offer letter shall provide notification of EO 10450 and FIPS 201 requirements for the satisfactory completion of a National Agency Check with Inquiries (NACI) at a minimum. HR's notification shall advise the applicant that an unsatisfactory background investigation could result in withdrawal of the employment offer or immediate termination of employment.

If the applicant is a current Federal employee or has recently separated from another Federal job, HR shall review the OPM databases, and take appropriate steps to validate the

applicant's investigation status. Requirements for a NACI or other investigation shall be initiated only if necessary.

Upon acceptance of the employment offer, HR shall provide information to applicants who do not currently possess the required level of background investigation on completing the appropriate security questionnaire form. This information includes instructions on accessing and using e-QIP.

Step 2

Upon acceptance of the employment offer, the applicant is also advised that in order to complete the investigative process, he or she must appear in-person before the authorized PIV registrar and submit two forms of identity source documents in original form. The identity source documents must come from the list of acceptable documents included in Form I-9, Employment Eligibility Verification, one which must be a Federal¹ or State issued picture identification. Fingerprints are taken at this time. The applicant must appear **no later than** the entry on duty date.

When the applicant appears, the registrar will electronically scan the submitted documents; any document that appears invalid will be rejected by the registrar. The registrar will capture electronically both a facial image and fingerprints of the applicant. The information submitted by the applicant is used to create or update the applicant identity record in the Identity Management System (IDMS).

Step 3:

Upon the applicant's completion of the investigative document, HR reviews and approves the information, resolving discrepancies with the applicant as necessary. When the applicant has appeared in person and completed fingerprints, the package is electronically submitted to initiate the NACI. HR includes a request for feedback on the NAC portion of the NACI at the time the request is submitted.

Step 4:

Prior to entry on duty, HR will make an official request to the Center Chief of Security (CCS) to execute a National Crime Information Center (NCIC) with an Interstate Identification Index check on the applicant. If this process yields negative information, the CCS will immediately notify HR, so that a determination regarding employment may be made.

Step 5:

Upon receipt of the completed NAC, the assigned personnel security specialist will update IDMS from the NAC portion of the NACI and in conjunction with HR indicate the result of the suitability determination.

In compliance with 5CFR732, HR determines employment suitability. If a satisfactory determination is made, the hiring and/or credentialing processes continue. If an unsatisfactory suitability determination is rendered, steps will depend upon the applicant's employment status.

¹ A non-PIV government identification badge, including the NASA Photo Identification Badge, MAY NOT BE USED for the original issuance of a PIV vetted credential

- If the applicant has not yet entered on duty, HR will notify the applicant and the selection official of the decision. All employment processing activities will terminate.
- If the applicant has already entered on duty, appropriate steps will begin to separate the employee.

Based on a favorable NAC and NCIC/III check, the CCS will authorize the issuance of a PIV federal credential in the Physical Access Control System (PACS) database. The CCS, based on information provided by the applicant's supervisor, will determine what physical access the applicant should be granted once the PIV issues the credential.

Although HR renders a suitability determination based on a NAC, the applicant's continued employment is still subject to a favorable adjudication of a completed NACI. If the completed NACI is unfavorably adjudicated, the Center Chief of Security (CCS) will immediately retrieve the employee's PIV card and HR will immediately begin the appropriate separation process.

Step 6:

Using the information provided by the applicant during his or her in-person appearance, the PIV card production facility creates and instantiates the approved PIV card for the employee with an activation date commensurate with employee start date.

Step 7:

The employee proceeds to the credential issuance facility to begin processing for receipt of his/her federal credential.

The employee provides to the credential issuing operator proof of identity with documentation that meets the requirements of FIPS 201 (DHS Employment Eligibility Verification (Form I-9) documents. These documents **must** be the same documents submitted for registration.

The credential issuing operator will verify that the facial image, and optionally reference finger print, matches the enrollment data used to produce the card. Upon verification of identity, the operator will locate the employee's record in the PACS database, and modify the record to indicate the PIV card has been issued. The new employee will select a PIN for use with his or her new PIV card. Although root data is inaccessible to the operator, certain fields (hair color, eye color, et al.) may be modified to more accurately record the employee's information.

The employee proceeds to a kiosk or other workstation to complete activation of the PIV card using the initial PIN entered at card issuance.

**ALTERNATIVE FOR APPLICANTS WHO DO NOT HAVE A COMPLETED AND
ADJUDICATED NAC AT THE TIME OF ENTRANCE ON DUTY**

Steps 1 through 4 shall be accomplished for all employees in accordance with the process described above. If the applicant is unable to appear in person until the time of entry on duty, or does not, for any other reason, have a completed and adjudicated NAC at the time of entrance on duty, the following interim procedures shall apply.

1. If the documents required to submit the NACI have not been completed prior to EOD, the applicant will be instructed to complete all remaining requirements for submission of the investigation request. This includes presentation of I-9 documents and completion of fingerprints, if not already accomplished. If the employee fails to complete these activities as prescribed in NPR 1600.1 (Chapters 3 & 4), it may be considered as failure to meet the conditions of employment, and result in termination.
2. Based on favorable results of the NCIC, the applicant shall be issued a temporary NASA identification card for a period not-to-exceed six months. If at the end of the six month period the NACI results have not been returned, the agency will at that time make a determination if an additional extension will be granted for the temporary identification card.
3. Upon return of the completed NAC, the process will continue from Step 5.